

COLORADO OPEN RECORDS ACT (CORA) INSTRUCTIONS FOR PUBLIC REVIEW

1. An appointment should be made to review files.
2. File requests can be submitted in writing by letter, fax, email or telephone to:

Ms. Diana Huber
Colorado Department of Public Health and Environment
Hazardous Materials Records Center
4300 Cherry Creek Drive South B-215
Denver, Colorado 80246-1530

Telephone: 303-692-3331

Telefax: 303-759-5355

email: comments.hmwmd@state.co.us Subject: Records Review

All requests should include the following information (or use form on other side):

Date of request

Company name

Your name

Your address

Your telephone number

Site address(es)

Site name(s)

3. Upon receipt of the request, a computer search is done. All information is collected, the requestor is notified, and a time is scheduled for review. **All requests will be responded to within three business days.** Reviews will take place during regular business hours, Monday through Friday 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. Files will be reviewed on the premises.
4. At the time of the review, all requestors will be required to provide photo identification such as a Driver's License or state photo identification prior to the review. The identification will be returned when the review is completed.
5. The requestor may take notes, bring tape recording devices, and/or portable computers. Outside photocopiers are not allowed.
6. Copies (up to 30) can be provided the day of the review at a cost of \$0.25 per page, which is a total of \$7.50. Any copying jobs over 30 pages go to an outside copy service and will be available within three (3) days for pick-up or mailing at a cost of \$0.185 per page. **Be prepared.** Payment in the form of cash or check must be made at the time the copies are received in person or prior to mailing. We do not accept credit cards and cannot bill for services.
7. Certified copies for legal purposes will be done upon request at no charge. **There is an additional five (5) days needed to provide this service.**

Note: Under Colorado law, 18-8-114 C.R.S. (1989), it is a Class 1 misdemeanor for a person to knowingly make a false entry or alter any public record or to destroy, mutilate, conceal, remove, or impair the availability of any public record. "Public record" is defined as all official books, papers, or records created, received, or used by or in any governmental office or agency.

Division CORA Policy: <http://www.cdphe.state.co.us/hm/sc10ch01.htm>

Closed?

Date: _____

Requestor Name: _____

Company Name: _____

Telephone Number: ()

Fax Number: ()

Request:

Date Ready:

Requested:

Found:

Files:

Type:

Date Reviewed:

The undersigned hereby agrees to reimburse the Colorado Department of Public Health and Environment for the reproduction costs associated with this Colorado Open Records Act request as follows:

25 cents per page _____ 18.5 cents per page _____

Name: _____ Date: _____